



IOM International Organization for Migration

## Special Vacancy Notice 2022-33

### Open to Internal and External Candidates

Position Title : **Finance, HR and Administrative Coordinator**  
Duty Station : **Budapest, Hungary**  
Classification : **General Services, G6, full time**

Type of Appointment : **6 months, with possibility of extension**  
Estimated Start Date : **As soon as possible**

Closing Date : **Open ended**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

#### ***Context:***

Under the overall supervision of the Head of Office (HoO) of the IOM country office in Hungary, and direct supervision of Head of Resource Management Unit (RMU), the incumbent will be responsible for the efficient running of the office through the provision of a variety of administrative duties that support staff services for the IOM office in Hungary.

#### ***Core Functions / Responsibilities:***

1. Assist the Resource Management Officer in implementing and monitoring the administrative and financial activities in the office, including the oversight of financial expenditures and continuous update of projectization.
2. Implement and suggest appropriate internal controls to safeguard the Organization's assets, control cash and prevent fraud.
3. Implement delegated administrative actions in accordance with IOM rules, regulations and instructions.

4. Assist the Resource Management Officer in preparation of the annual budget for the Mission, monitor budget control and analyse variances between budget and actual expenditures, and prepare adjustments as necessary;
5. Assist the Project Managers/Coordinators in the preparation of budgets for new projects and programmes.
6. Provide support to Project managers/Coordinators throughout the project cycle to ensure financial and administrative compliance with IOM's policies and procedures and any donor-specific requirements in the field of resources management and eligibility of expenses.
7. Draft financial reports to donors in accordance with IOM regulations and established procedures, as well as with donor-specific requirements and templates when needed, in close coordination with the Resource Management Officer and HoO and relevant units in HQ and RO.
8. Maintain appropriate filing of all financial documents in preparation to audits/controls.
9. Forecast cash flows according to activities in the Mission and ensure daily control of funds disbursed; ensure funding is received in accordance with donor agreements.
10. Prepare the monthly payroll, ensuring that salaries are correctly allocated to projects consistent with IOM's projectization criteria.
11. Verify the accounting data are properly entered in PRISM, in accordance with IOM financial rules and practices, maintain accurate records of PRISM entries including hard copies of all vouchers and supporting documentations.
12. Review the monthly accounting returns to Manila for accuracy and ensure that these are submitted on a timely basis and are completed according to IOM Accounting Policies and Procedures.
13. Assist the Resource Management Officer in coordinating administrative and HR functions, including recruitment, retention, promotion, separation, personal file and contract management, training of staff members, and other related activities, in accordance with IOM policies and procedures.
14. Liaise with relevant units at HQs, Administrative Centres and Regional Office, as well as relevant external counterparts with regards to accounting and financial activities of the Mission; report regularly on the financial situation of the Mission and provide other information as necessary.
15. Provide procedural and technical guidance to all staff in the mission on financial, administrative and HR policies and procedures; interpret HR policies, rules and regulations and make recommendations for resolving sensitive issues; Suggest procedural improvements and assist in training local staff in the relevant areas of administration and finance. Provide inputs for new instructions and procedures to complement or to adapt the general IOM instructions taking into consideration the specific needs of the office.
16. Prepare correspondence, letters, reports and other documents on relevant areas.

17. Ensure that the Mission's security plan and measures are updated and, in this context, regularly consult with the UN security focal point in Hungary.
18. Identify diverse issues/problems as they arise and suggest appropriate actions.
19. Perform such other duties as may be assigned.

### ***Required Qualifications and Experience***

#### **Education**

- Bachelors' degree or equivalent, or higher, in Accounting/Finance, Business Administration, or other related field from an accredited academic institution with minimum of four years of relevant professional experience in financial management, accounting and budgeting.

#### **Experience**

- Experience with EU funding instruments, in financial management and reporting, and budgeting;
- Experience in financial management, accounting, budgeting and internal controls
- Familiarity with International Accounting Standards (IAS) is asset;
- Proven understanding of SAP is required.
- Knowledge of BAMIR reporting portal is an advantage;

#### **Skills**

- Knowledge of the IOM regulations related to logistics/ procurement is an asset;
- Proficient in a Microsoft Office environment, including use of Microsoft Excel Word and comfort with learning new software;

#### **Language skills**

- Fluency in English and Hungarian is required.

### ***Required Competencies***

The incumbent is expected to demonstrate the following values and competencies:

**Values** - all IOM staff members must abide by and demonstrate these three values:

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

**Core Competencies** – behavioural indicators *level 1*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring, and motivational way.

**Managerial Competencies1** – behavioral indicators level 2

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others and building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

IOM's competency framework can be found at this [link](#).

**Other**

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Hungary will be eligible for consideration.

As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of vaccination against COVID-19.

***How to apply:***

All applications consisting of the CV and a motivation letter in English should be addressed to [iombudapesthr@iom.int](mailto:iombudapesthr@iom.int) quoting the above vacancy notice number.

**Closing date: Open ended**

IOM only accepts duly completed applications.

Only shortlisted candidates will be contacted.

***Posting period:***

16<sup>th</sup> June – Open ended